

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY COORDINATOR OF EMERGENCY MEDICAL SERVICES**

Jurisdictional Class: **Competitive**
Date Adopted: **April 6, 2001**
Date Revised: **September 24, 2009**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **14**

DISTINGUISHING FEATURES OF THE CLASS: Incumbent assists the Coordinator of Emergency Medical Services in providing training, assistance, and medical care to the local ambulance and rescue squads that provide emergency assistance. Incumbent must be able to exercise independent judgment and initiative while assisting the Coordinator of EMS in his/her duties. Supervision may be exercised over training and patient care activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers various Emergency Medical training programs for ambulance, fire, police and civilian personnel, including pre-hospital patient care;
Assists the Coordinator of Emergency Medical Services in maintaining quality improvement programs;
Provides advanced emergency patient care in support of ambulance services;
Instructs EMT training and continuing education courses as needed;
Attends meetings of local, regional and state EMS organizations as needed;
Maintains county training equipment and supplies and recommends upgrades and replacements;
Performs administrative functions, such as gathering data, writing reports and assisting in budget preparation;
Maintains communication with Director of Emergency Management, Fire Coordinator, Director of Public Health and County Sheriff on all public health and safety matters;
Acts for and in place of Coordinator of Emergency Medical Services in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of both basic and advanced emergency medical care; thorough knowledge of current literature, equipment and materials needed in the instruction of EMS practices; thorough knowledge of rural EMS and the needs of volunteer EMS squads; working knowledge of fire suppression and hazardous materials control; ability to provide instruction in the latest developments in EMS; ability to work with EMS workers of varied abilities and experiences; ability to write clear and concise reports; dependability.

MINIMUM QUALIFICATIONS:

Graduation from high school or equivalency; and New York State certified Advanced EMT Critical Care or Advanced EMT Paramedic with three (3) years of experience at that level; and New York State certification as an Emergency Medical Technician Instructor/Coordinator or New York State Certified Lab Instructor with at least one (1) year of EMS teaching.

SPECIAL REQUIREMENTS: Must be a resident of Schoharie County immediately following appointment and Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license with a clean driving record.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year. Volunteer Service will be pro-rated based on EMS calls 480 calls equals one (1) year of service.